



Ministry of Environment, Climate Change and Technology

Republic of Maldives

REQUEST FOR PROPOSAL

(IUL)438-ENV/438/2022/483

Consultancy Service for Marketing, Communications with Public awareness and advocacy programs

for

“Integrated, Sustainable and Low Emission Transport in the Maldives Project”

Issued on: 20th November 2022

Issued By: Integrated, Sustainable and Low Emission Transport in the Maldives – Project Management Unit

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SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertisement for proposals	20 th November 2022
Last day to submit queries	27 th November 2022 before 12:00 PM (local time)
Deadline to submit proposals	01 st December 2022 before 12:00 AM (local time)

SUBMISSION REQUIREMENTS

1. The following related documents shall be submitted for the bids to be considered sufficiently responsive.
2. Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX A.

Technical Proposal – Standard Forms

1. Proposal submission form (**signed by the owner of the entity or person with power of attorney to sign**) – (Tech Form 1)
2. Individual Portfolio or Company portfolio
3. A summary of the work plan must be presented in the format in Work Schedule (Tech Form 2) showing in the form of a bar chart the timing proposed for each activity
4. Curriculum Vitae (CV) of the Team Leader and Design Expert. Copy of academic certificates and reference letters demonstrating experiences listed in this TOR must be submitted for them to be considered during evaluation (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Tech Form 3)
5. Letter of commitment (**signed by the Team Leader and Design Expert**) – (Tech Form 4)
6. Copy of Business (Sole Proprietorship/company/partnerships/institutions/SMEs) registration certificate.
7. Copy of SME Registration – If registered
8. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – If registered
9. Tax Payer Registration Certificate / Notification Copy

Financial Proposal – Standard Forms

1. Financial Proposal submission form (Fin Form 1) (signed by the owner of the entity or person with power of attorney to sign)
2. Financial breakdown form – (Fin Form 2)
3. Detailed Financial Situation (Fin Form 3)
4. Average Annual Turnover (Fin Form 4) – If applicable
5. Financial Resources (Fin Form 5) – If applicable
6. Line of Credit Letter (Fin Form 6) – If Applicable
7. Financial Statement of the business for the year 2021, 2020 and 2019 – (If applicable) *Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (Bank statement should be from the date of account opening to date of bid announcement)*

Note 01: All bidders should clearly identify the Team Leader (as stated in section 7: Requirements and Qualifications) carrying out the task. The Team Leader who has signed Form 5 will be considered during the evaluation process.

Note 02: If bidder fails to submit any of the above applicable listed documents, their proposal may not be considered for further evaluation.

Note 03: After the evaluation, highest scoring party will be notified to submit tax clearance report. Tender will be awarded upon submission of tax clearance report

1. INTRODUCTION

The Government of Maldives has received funding from the Global Environment Facility (GEF) for the project “Integrated Sustainable and Low Emission Transport in the Maldives”. The Government intends to apply part of the proceeds towards a Consultancy Service for Marketing, Communications and Public awareness and advocacy programs for the project.

The objective of the project is to promote an integrated, sustainable and low-emissions transport system and reduce GHG emissions and air pollution from the transport sector as well as address energy security by reducing fossil fuel imports. The project will result in an integrated urban and transport plan that leads to enhanced coordination among various government stakeholders and development of projects to enhance mobility for the residents with public and low emission transport infrastructure. The visibility of demonstration of the projects for e-buses and e-bike sharing schemes backed with the campaigns to create awareness of users, the benefits for sustainable low-emission transport options is expected to create a buy-in among policy makers and stakeholders to scale of investments in sustainable low emission transport options. The project will support development of measurable, reportable, and verifiable (MRV) system to measure emissions and reduction. This system will track and assess the benefits/ impacts of sustainable low-emissions transport options. This increased information and its tracking on use of sustainable low-emission transport will create greater awareness of benefits in policy makers and users to continuously integrate new and emerging sustainable and low-emission transport options. Information from demonstration projects and tracking of information on use of sustainable low-emission transport will create greater awareness of benefits in policy makers and users

The proposed project is structured across three components, which are necessary to address the barriers and facilitate the successful implementation of the baseline efforts to achieve an integrated, sustainable, and low-emissions transport system:

- Component 1: Institutionalization of integrated sustainable low-carbon transport and development of regulatory framework and policies
- Component 2: Short-term barrier removal and scaling-up investments through low-emission sustainable transport demonstrations
- Component 3: Preparing for scale-up, monitoring, awareness creation and replication of integrated sustainable low-emission transport

2. OBJECTIVE OF THE CONSULTANCY

The main objective of this consultancy service is to provide strategic direction for project’s communication strategy design for information dissemination and provide Public Awareness and Advocacy programs that will enable to maximize the usage of the all key outputs of the project.

The outcome of the consultancy should lead to total public awareness of the project on low transport modalities using various means of communication including social media, videos, infographics, analytics, email marketing and marketing campaigns on the sustainable low-emission transport development.

The consultant will recommend appropriate actions to strengthen and maintain the public awareness in low emission transport modes which will lead to higher usage of such modes throughout the country.

3. SCOPE OF WORK

The consultancy involves provision of technical expertise including the following;

1. Support and provide strategic direction for project's communication strategy and awareness campaigns using digital means of communication and channels including social media, videos, infographics, analytics, email marketing and marketing campaigns.
2. Contribute and/or manage day-to-day work programs for social media specialist video producer, email specialist photographers, graphic designers, and external agencies, as required.
3. Develop easy-to-understand digital content to explain project's core work and results, with a focus on demonstrating results in developing countries
4. Help develop a strategy to step up and extend the child project's (pilot project) to reach in other islands.
5. Monitor and address risks and/or leverage opportunities of project across media channels.
6. Under the direction of the NTC, develop awareness and advocacy related products and dissemination strategies to support the early stages of advocacy program
7. Support the Project team with other related tasks, as required.

4. EXPECTED DELIVERABLES

1. Development and foster a communication strategy aimed at engaging the private sector and attracting further private investment opportunities.
2. Public Awareness Campaign.
3. Information dissemination material for use in different forums and through different media channels
4. Preparation and publication of press releases, blogs, brochures, and organization of press briefings, media visits, along with placement of media articles, Daily/weekly media monitoring and monthly analysis.
5. Organize NGO/CSO meetings, launch events, awareness raising programs, and targeted outreach activities with key opinion leaders in Maldives. (Submit a report after the completion of each consultation. The report should outline the key recommendations, relevance of these recommendations and means and methods of converting recommendation into action points on the Communication Strategy).
6. Create Digital Media such as Facebook, Twitter, Instagram, including Reader Friendly and Web-ready knowledge products for the Project and design management the content during the contract period.
7. Suggest improvements to related website and text message facilities related to the Project.
8. Ensure a strategy for socio-economic benefits propagation and penetration at grass-root levels for understanding, benefits and use of Low Emission Transport Systems.

9. Dissemination of project results and case studies in appropriate formats through various social media platforms.

5. QUALIFICATION AND EXPERIENCE

The consultant is expected to fulfil the following criteria in terms of expertise and qualifications;

1. Academic degree in journalism, public relations, marketing, communications, or field related to international development.
2. Minimum of 6 years of professional experience in a communication, public relations or public information expertise role.
3. Minimum of 5 years of experience with the public sector, in international organizations or the NGO sector.
4. Demonstrated experience in writing and editing publishable text (writing samples may be requested, and a written test conducted).
5. Demonstrated experience in producing knowledge products or corporate communication materials.
6. Fluent in both English and Dhivehi.

6. OTHER SKILLS

1. The ability to control the consultation process and create synergy of the groups.
2. Creativity skills to produce, disseminate and channel the information and messaging required.
3. The ability to work with international experts, to meet strict deadlines and plan the work according to priorities;
4. The ability to adapt to related work environments. This may include policy terminology, basic understanding of local stakeholders and other relevant matters.

NOTE:

1. This assignment is designed to be delivered within the total project period on tasks basis. Thus, the final work plan will be decided during the contract negotiation period based on the consultant recommendations and the needs of the tasks.
2. All material development of public awareness should be both in Dhivehi and English Language

7. WORKING ARRANGEMENT

The consultant will be supervised by the National Technical Coordinator and will work closely with designated officials from the Project Management Team (PMU).

The consultant should carry his/her task with the Project Management Unit and MECCT to update on the progress of consultancy works. The consultant should carry out his/her tasks in accordance with the rules and procedures of the Government of Maldives.

All meetings should be held with the related authorities/agencies and stakeholders physically or virtually if a physical meeting is not possible.

8. DURATION OF THE CONSULTANCY

The Consultant must be available to commence the services from the date of contract signing and will be hired for a period of Fifteen (15) calendar months within the duration of the Project as different tasks needs to be provided during different stages of the project.

If required, the contract can be extended for a period agreed between both the client and the consultant.

NOTE:

9. This assignment is designed to be delivered within the total project period on tasks basis. Thus, the final work plan will be decided during the contract negotiation period based on the consultant recommendations and the needs of the tasks.
10. All material development of public awareness should be both in Dhivehi and English Language

11. QUERIES

For any queries, please email to procurement@environment.gov.mv copied to islet@environment.gov.mv before 12:00hrs of 27th November 2022

12. EVALUATION CRITERIA

	Details	Maximum points
Adequacy of the proposed work plan		
	Tentative work plan	[10]
Qualification Skills and Experience		
	Qualifications and skills	
	<ul style="list-style-type: none"> [25] points for minimum Bachelor’s degree in marketing, communications, journalism, public relations, or field related to international development [05] points for above Bachelor’s degree 	[25] [05]
	General Professional Experience	
	<ul style="list-style-type: none"> [10] for minimum 06 years’ experience in professional experience in a communication, public relations or public information expertise role, [01] point for each additional year up to 5 years 	[15]
	Specific Professional Experience	
	<ul style="list-style-type: none"> [10] points for minimum 05 years of experience with the public sector, in international organizations or the NGO sector, [01] point for additional year up to 5 years [05] points for familiarity in working with environmental sector or waste management sector (Not a minimum requirement) [05] points for experience in the development and implementation of a marketing campaign for a donor funded project (Not a minimum requirement) 	[25]
	<ul style="list-style-type: none"> [10] for demonstrated experience in writing and editing publishable text (writing samples may be requested, and a written test conducted). 	[10]
	<ul style="list-style-type: none"> [10] points for demonstrated experience in demonstrated experience in producing knowledge products or corporate communication materials (not a minimum requirement) 	[10]

If the minimum set qualification and skills, general and specific professional experience is not met, then the party will be disqualified

Maximum total technical score (s): 100 points

- The minimum technical score (s) required to pass is: 60 Points, proposal that does not qualify the minimum technical score will be disqualified from further evaluation.
- The proposals that does not qualify the minimum technical score will be disqualified from further evaluation.

Financial Score Calculation:

- The formula for determining the financial scores is the following:
 $S_f = 100 \times [F_m / F]$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.

- The weights given to the Technical and Financial Proposals are:
T = [0.6], and F = [0.4]

13. FINANCIAL SITUATION EVALUATION

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR **80,000.00** or the year 2019, 2020 and 2021 (Submit Form Fin – 4 Annual Turnover).
(or)
- b. To be eligible the financial statements of the bidding party must show, Minimum value of MVR **80,000.00**, for liquid asset, for the year 2020.
(or)
- c. For business, to be eligible the business’s bank statement must show a credit balance of minimum MVR **80,000.00**
(or)
- d. If bidding party is unable to meet any of the above requirement they shall submit “Line of Credit Letter” as per the template in Fin form 6. (credit limit shall be no less than MVR

Selection Criteria of Regional Based business and MSME business

Between MVR 2,500,000 – MVR 5,000,000

- a) Among bidders who pass the technical and financial evaluation, those bidders who belong to the same island as the project is carried out will be assessed accordingly:
The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded
- b) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:
The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.
- c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), all Maldivian bidders will be checked and assessed accordingly.
The bidder with the highest ranking with the lowest proposed price will be awarded.
- d) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all bidders will be assessed accordingly.
The bidder with the highest ranking with the lowest proposed price will be awarded.

Below MVR 2,500,000

- a) Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME's) will be assessed accordingly:
The bidder with the highest ranking with a proposed price that doesn't exceed 15% of the price of the bidder with the overall highest ranking will be awarded.
- b) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same island as the project is carried out will be assessed accordingly:
The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded.
- c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:
The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.
- d) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all Maldivian bidders will be checked and assessed accordingly.
The bidder with the highest ranking with the lowest proposed price will be awarded
- e) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b), (c) and (d) all bidders will be assessed accordingly.
The bidder with the highest ranking with the lowest proposed price will be awarded

Criteria on classifying regional based business

- a) Check the bidders permanent address, if the bidder is a sole proprietorship
- b) Check the island to which the business is registered, if the bidder is not a sole proprietorship
- c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:
 - If the bidder is a sole proprietorship, the bidder's registered permanent address as of 1st January of the year the invitation for bid was issued will be considered OR
 - If the business had been registered before the year in which the invitation for bid was issued, the island to which the business was registered as of 1st January of the year the invitation for bid was issued will be consideredOR

If the business had been registered within the year in which the invitation for bid was issued, the island to which the business was first registered will be considered.

14. ADDITIONAL INFORMATION

Documents and data provided by the government for the purpose of this assignment which is not of public nature shall be considered confidential and should not be disclosed to any other party. All products produced as part of this assignment and shall be handed over to the PMU at the completion of the contract and will become the sole property of MECCT.

15. SUBMISSION

ACTIVITY	ACTION DATE
Advertisement for proposals	20 th November 2022
Last day to submit queries	27 th November 2022 before 12:00 PM (local time)
Deadline to submit proposals	01 st December 2022 before 10:00 AM (local time)

Bid Submission	On or before 01st December 2022– 10:00hrs local time
Bid Opening	On or Before 01 st December 2022 – 10:00hrs local time Proposals will be opened in the presence of the proponents’ representatives who choose to be present at the address below at the time of proposal opening.
Submission Instruction	Proposals must be delivered in sealed envelopes titled “Do not Open Before 01st December 2022 – 10:00 hours ‘Consultancy Service for in Marketing, Communications and Public awareness and advocacy programs for the Integrated, Sustainable and Low Emission Transport in the Maldives Project’ and the submitting party’s name and address” Late proposals will be rejected.
Submission address	Procurement Section Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male’, 20392, Republic of Maldives Email: procurement@environment.gov.mv Website: www.environment.gov.mv Project Name: Integrated, Sustainable and Low Emission Transport in the Maldives

ANNEX A

TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, would like to express my Interest for the position of ‘**Consultancy Service for in Marketing, Communications and Public awareness and advocacy programs, Sustainable and Low Emission Transport in the Maldives**’ in accordance with your Request for Proposal Ref: (IUL)438-ENV/438/2022/483, dated (20th November 2022).

We are hereby submitting my Proposal, which includes all required documents as per Request for Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed fees. The Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of joint venture/company/partnerships/institutions/sole proprietor:

Address

TECH FORM 2 – Work Schedule

Work Schedule for Specialist/Agency in Marketing and Communications with Public Awareness and Advocacy Programs (National)															
Deliverables	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15

TECH FORM 3 – Curriculum Vitae (CV)

(Strictly follow the format given)

- 1. Name of Company:** *[Insert name of company proposing the staff (if applicable)]:*
- 2. Name of staff:** *[Insert full name]:*
- 3. Date of birth:**
- 4. Education** *[Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment]:*
- 5. Membership of professional associations:**
- 6. Other Training:**
- 7. Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
- 8. Experience/ employment record** *[Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*

- a. From [Month/Year] – To [Month/Year]:
- b. Employer:
- c. Positions held:

9. Summary of projects/assignments undertaken/ role

- a. Name of project/ assignment:
- b. Experience classification: General / specific
- c. Scope of project/ assignment:
- d. Role/ Position undertaken:
- e. Period of Consultation:

10. Past commitments in projects with the Ministry of Environment Climate Change and Technology

- a. Name of the Contract/Project:
- b. From [Month/Year] – To [Month/Year]:
- c. Positions held:
- d. Summary of role:

TECH FORM 4 – Letter of Commitment

[Location, date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

We are/I am writing to confirm my availability to provide services as the for **‘Consultancy Service for in Marketing, Communications and Public awareness and advocacy programs, Sustainable and Low Emission Transport in the Maldives’** Project – Ref: (IUL)438-ENV/438/2022/483, dated (20th November 2022) for the Ministry of Environment, Climate Change and Technology.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Environment, Climate Change and Technology’s notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

National ID No:

Date:

Signatory:

FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer the Express of Interest for the position of **‘Consultancy Service for in Marketing, Communications and Public awareness and advocacy programs, Sustainable and Low Emission Transport in the Maldives’** - Ref: (IUL)438-ENV/438/2022/483, dated (20th November 2022) in accordance with your Request for Proposal dated [xxx] and Technical Proposal. The attached Financial Proposal is for the sum of [Insert amount(s) in words and figures in MVR]. This amount is inclusive of the all local taxes.

The Financial Proposal shall be binding upon myself subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of joint venture/company/partnerships/institutions/sole proprietor:

Address:

FIN FORM 2 – Financial Breakdown Form

No.	Description	MVR
1	Development and foster a communication strategy aimed at engaging the private sector and attracting further private investment opportunities.	
2	Public Awareness Campaign.	
3	Information dissemination material for use in different forums and through different media channels	
4	Preparation and publication of press releases, blogs, brochures, and organization of press briefings, media visits, along with placement of media articles, Daily/weekly media monitoring and monthly analysis.	
5	Organize NGO/CSO meetings, launch events, awareness raising programs, and targeted outreach activities with key opinion leaders in Maldives. (Submit a report after the completion of each consultation. The report should outline the key recommendations, relevance of these recommendations and means and methods of converting recommendation into action points on the Communication Strategy).	
6	Create Digital Media such as Facebook, Twitter, Instagram, including Reader Friendly and Web-ready knowledge products for the Project and design management the content during the contract period.	
7	Suggest improvements to related website and text message facilities related to the Project.	
8	Ensure a strategy for socio-economic benefits propagation and penetration at grass-root levels for understanding, benefits and use of Low Emission Transport Systems.	
9	Dissemination of project results and case studies in appropriate formats through various social media platforms.	
	Total	
	Tax	
	Total with Tax	

The quotation is valid for 90 days from the date of bid opening.

Note: Indicate the total cost with detail cost to be paid in US Dollars (MVR).

Note: The total contract price should be quoted inclusive of all taxes as per the GST Legislation and Circulars where applicable.

Authorized Signature and Stamp:

FIN FORM 3 – Financial Situation

Each Applicant must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2021:	Year 2020:	Year 2019:

Information from Balance Sheet

Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Bidder.
- Historic financial statements must be complete, including all notes to the financial statements.

- Historic financial statements must correspond to accounting periods

FIN FORM 4 – Average Annual Turnover (if applicable)

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2021		
2020		
2019		
Average Annual Turnover		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

FIN FORM 5 – Financial Resources (if applicable)

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

Financial Resources		
No.	Source of financing	Amount (MVR equivalent)
1		
2		
3		

FIN FORM 6 – Line of Credit Letter (if applicable)

[letterhead of the Bank/Financing Institution/Supplier]

[date]

To:*[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution/supplier issuing the letter) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

FIN FORM 7 – Current Contract Commitments / Work in Progress

Current Contract Commitments/Works in Progress

Tenderers and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

No	Name of contract	Employer, contact address/tel/fax	Value of outstanding work (current MVR equiv)	Estimated completion date	Average monthly invoicing over last six months (MVR/month)
1.					
2.					
3.					
4.					
5.					